

# Retention and Classification Report

**Agency:** Smithfield (Utah) (1103)

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Smithfield, UT 84335  
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**Records Officer** Charlene Izatt

22320	Board of adjustment minutes
28110	Cemetery burial-transit permits
28105	Cemetery deed and payment ledgers
28103	Cemetery lot cards
22698	City Council minutes
22699	City ordinances and resolutions
28109	Death and burial record sheets
28107	East Bench Water Works Company ledger
22319	Planning and zoning commission minutes
27786	Police Department case files
25354	Publications

**AGENCY:** Smithfield (Utah)

**SERIES:** 22320

3

**TITLE:** Board of adjustment minutes

**DATES:** 1970-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These minutes document all meetings of the Board of Adjustment. The board consists of "five members and whatever alternate members that the chief executive officer considers appropriate" (UCA 10-9-701(2)(a) (1997)). The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinance; special exceptions to the terms of the zoning ordinance; and variances from the terms of the zoning ordinance" (UCA 10-9-703(1) (1997)). The minutes are used to document requests, discussions, and decisions of the Board.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/13/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently and then microfilm.

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**AGENCY:** Smithfield (Utah)

**SERIES:** 22320

**TITLE:** Board of adjustment minutes

(continued)

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Smithfield (Utah)

**SERIES:** 28110

3

**TITLE:** Cemetery burial-transit permits

**DATES:** 1970-1993

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains permits allowing the transport and burial or disposal of a dead body. These permits were issued by the state where the individual died and state law required that the cemetery sexton receive such a permit prior to allowing "burial or other disposition of a human body". The sexton was directed to retain these permits. Most of the permits in this series were issued by the Utah State Division of Vital Statistics, but some were issued by other states. The permits typically record such information as the name of the deceased, sex, race, date and place of birth, date and place of death, place of residence, method of disposal, cemetery information, funeral director information, and date of burial.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Historical Legal

This series has historic value as documentation of the operation of the Smithfield Cemetery and of the individuals buried in the cemetery.

**AGENCY:** Smithfield (Utah)

**SERIES:** 28110

**TITLE:** Cemetery burial-transit permits

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Smithfield (Utah)

**SERIES:** 28105

3

**TITLE:** Cemetery deed and payment ledgers

**DATES:** 1924-

**ARRANGEMENT:** Alphabetical by owner name.

**DESCRIPTION:**

This series is used to track ownership of cemetery lots and payments for care of those lots. The information is recorded on pre-printed forms bound in post binders. The forms include the name and address of the lot owner, the date of contract and amount paid, description of the lot purchased, and a record of yearly or perpetual care payments made.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

**AUTHORIZED:** 09/11/2015

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**APPRAISAL:**

Administrative Legal

This series has administrative, legal, and historical value as documentation of ownership of cemetery plots.

**AGENCY:** Smithfield (Utah)

**SERIES:** 28105

**TITLE:** Cemetery deed and payment ledgers

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Smithfield (Utah)

**SERIES:** 28103

3

**TITLE:** Cemetery lot cards

**DATES:** 1860-

**ARRANGEMENT:** Alphabetical by plat, thereunder numerical by lot.

**DESCRIPTION:**

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

**AUTHORIZED:** 09/11/2015

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**APPRAISAL:**

Administrative Historical Legal

This series has historic and administrative value as documentation of the location of burials in the cemetery, as well as legal value as documentation of property ownership.



**AGENCY:** Smithfield (Utah)

**SERIES:** 28103

**TITLE:** Cemetery lot cards

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Smithfield (Utah)

**SERIES:** 22698

3

**TITLE:** City Council minutes

**DATES:** 1868-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/15/2000

**FORMAT MANAGEMENT:**

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**AGENCY:** Smithfield (Utah)

**SERIES:** 22698

**TITLE:** City Council minutes

(continued)

**APPRAISAL:**

Administrative Historical Legal

**PRIMARY CLASSIFICATION:**

Public UCA 52-4-7(3) (2008)

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(32) (2008)

**AGENCY:** Smithfield (Utah)

**SERIES:** 22699

3

**TITLE:** City ordinances and resolutions

**DATES:** 1996-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

**AUTHORIZED:** 03/15/2000

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**APPRAISAL:**

Administrative Historical Legal

**AGENCY:** Smithfield (Utah)

**SERIES:** 22699

**TITLE:** City ordinances and resolutions

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Smithfield (Utah)

**SERIES:** 28109

3

**TITLE:** Death and burial record sheets

**DATES:** 1982-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains information about burials in the cemetery, hand-written on pre-printed forms and filed in binders. The forms provide space for noting a variety of information, including the name and age of the deceased, date and place of birth, date and place of death, cause of death, attending physician, names of parents and their place of birth, name of spouse, date of funeral, funeral director's name, location and name of the owner of the burial lot, burial costs, and vault type. It appears that these records are used in collecting information that is then copied in more final form in other cemetery records. In many cases, a copy of an obituary is attached to the form and occasionally other documentation, such as mortuary forms or transit permits are included.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 5.

**AUTHORIZED:** 09/06/2012

**FORMAT MANAGEMENT:**

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**AGENCY:** Smithfield (Utah)

**SERIES:** 28109

**TITLE:** Death and burial record sheets

(continued)

**APPRAISAL:**

Historical

This series has permanent historic value as documentation of the operation of the Smithfield Cemetery and the individuals buried there.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Smithfield (Utah)

**SERIES:** 28107

3

**TITLE:** East Bench Water Works Company ledger

**DATES:** 1902-1967

**ARRANGEMENT:** Roughly chronological.

**DESCRIPTION:**

This series contains a single ledger book of the East Bench Water Works Company. This ledger was used by the company to track financial matters, including accounts of various stockholders, lists of stockholders and the value of their interest in the company, assessments made, and company receipts and expenditures. The company incorporated in 1902 and the book contains financial records through 1968. A newspaper clipping, dated 3 December 1967, tucked in the ledger gives notice that stockholders must present their stock certificates to receive a share in the proceeds of the sale of the company.

The East Bench Water Works Company operated in Smithfield, but the records reveal no direct connection between the company and the City of Smithfield. Nevertheless, the records came into the City's possession and have been maintained by them.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Historical

This series has historical value as documentation of water management in Smithfield.



**AGENCY:** Smithfield (Utah)

**SERIES:** 28107

**TITLE:** East Bench Water Works Company ledger

(continued)

**RETENTION JUSTIFICATION:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Smithfield (Utah)

**SERIES:** 22319

3

**TITLE:** Planning and zoning commission minutes

**DATES:** 1970-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (1997)).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/13/2015

**FORMAT MANAGEMENT:**

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**AGENCY:** Smithfield (Utah)

**SERIES:** 22319

**TITLE:** Planning and zoning commission minutes

(continued)

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Smithfield (Utah)

**SERIES:** 27786

3

**TITLE:** Police Department case files

**DATES:** 2001-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These records include information beyond the initial contact report. They are used by officers to document their investigations into incidents reported to the department. Information includes officer notes, description of actions taken by officers, complainant and offender information, photographs, audio/video recordings, and any paper evidence. Both felony and misdemeanor investigations are included.

**RETENTION:**

Retain 5 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 17, Item 1.

**AUTHORIZED:** 05/18/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 5 years and then delete provided no litigation is pending.

Paper: Retain in Office for 5 years and then destroy provided no litigation is pending.

Photographs: Retain in Office for 5 years and then destroy provided no litigation is pending.

**AGENCY:** Smithfield (Utah)

**SERIES:** 27786

**TITLE:** Police Department case files

(continued)

**APPRAISAL:**

Administrative Legal

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305(9)(a), UCA 63G-2-305(9)(c)

**AGENCY:** Smithfield (Utah)

**SERIES:** 25354

3

**TITLE:** Publications

**DATES:** 1977-

**ARRANGEMENT:** Chronological by year

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the city of Smithfield or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. Holdings include "A Water System Master Plan for the Communities of Smithfield, Hyde Park, and North Logan, Utah" (The Tri-City Plan Volume II) (June 1977).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 03/12/2015

**FORMAT MANAGEMENT:**

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Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

**AGENCY:** Smithfield (Utah)

**SERIES:** 25354

**TITLE:** Publications

(continued)

**PRIMARY CLASSIFICATION:**

Public